Opening Date:	July 16, 2015	**Closing Date:**	July 23, 2015
Job Title:	Courtroom Clerk	**Position Type:**	Regular Full Time
PIN:	059666	**FLSA Status:**	Non-Exempt
Location:	Circuit Court for Prince George's County, Upper Marlboro, Maryland	**Grade/Salary Range:**	J7 $32,674 - $38,760 (Depending on Qualifications)

Financial Disclosure: No

Essential Functions: Provides courtroom assistance for all types of cases on a regular basis. Assists customers, coworkers, and supervisors by providing information about records and procedures in the Clerk's Office. Assists in the jury selection process; conducts roll call of all jurors, records number of strikes taken by each attorney and maintains a list of jurors selected. Communicates with Jury Commissioner and assignment office as necessary. Administers appropriate oaths. Keeps accurate records of witnesses' names, addresses, evidence and other materials. Records proceedings of court activity in clear, concise, and legible manner to be used for permanent docket. Generates all necessary paperwork and secures necessary signatures on forms. Records judgments, court fees, cost waivers and calculates costs assessed. Updates case file by recording docket activity and enters data into computer system. Records informal proceedings in Judge's Chambers as required. Overtime required as needed.

Education: High School Diploma or GED**.**

Experience: Three years of clerical experience to include:
A) one year of experience working in a trial or appellate court or
B) one year of experience in the fields of criminal justice, parole and probation, legal, or other related fields where knowledge of court procedures, rules, regulations, court and legal terminology is acquired.

Notes: Applicants may substitute education in any field from an accredited college or university for up to two years of the required clerical experience at the rate of thirty semester credit hours for each year of experience. In addition, applicants may substitute education in criminal justice, paralegal, judicial studies, or related field from an accredited college or university for the required court experience at the rate of thirty semester credit hours for each year of experience.

Preferred: Proficiency in typing, data entry or word processing.   Testing will be conducted to assess the level of proficiency.

Skills/Abilities: Knowledge of court and legal terminology and the ability to correctly interpret procedures, laws, rules, and regulations. Ability to work with significant time constraints and restrictive working conditions; ability to understand and carry out complex instructions; ability to pay attention to detail and communicate effectively. Ability to compose hearing sheets utilizing proper grammar, punctuation, and spelling. Ability to communicate effectively with customers and co-workers. Math skills necessary to calculate fees. Ability to use independent judgment to discern and record pertinent information. Ability to perform all essential functions of this position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted).

Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

> **Circuit Court for Prince George's County**
> **Courthouse**
> **14735 Main Street, Room D1015**
> **Upper Marlboro, MD 20772-9987**
> **ATTN: Hon. Sydney Harrison, Clerk of Court**